

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Assessor	(2) MEETING DATE 3/17/2015	(3) CONTACT/PHONE Brenda Dye 781-5639	
(4) SUBJECT Request to amend the fixed asset list for Fund Center 109-Assessor to include one scanner. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board amend the fixed asset list for Fund Center 109-Assessor to include one scanner in the amount of \$6,040.00.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$6,040.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? N/A	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Assessor / Brenda Dye
781-5639

DATE: 3/17/2015

SUBJECT: Request to amend the fixed asset list for Fund Center 109-Assessor to include one scanner. All Districts

RECOMMENDATION

It is recommended that the Board amend the fixed asset list for Fund Center 109-Assessor to include one scanner in the amount of \$6,040.00.

DISCUSSION

Assessor maps are official records of the Assessor's office. Maps that reflect prior land configuration must be retained and maintained.

As an assessor map is updated, the 14 x 17 map showing parcels as they existed before the boundary change that created the new map is maintained. Historically, the old maps were stored in folders indexed by book number within large file cabinets. Beginning in the year 2004, when an assessor map was updated, the old map version was saved as a pdf file and stored within electronic folders on the Assessor's computer network system. The maps replaced prior to 2004 continue to be stored in the file drawer cabinets.

Staff accesses the older paper assessor maps, stored within the file cabinets, on a daily basis. These file cabinets consume space and the maps are subject to wear and tear. There are no back-up copies, which is contrary to the County's efforts toward improved disaster planning.

The Assessor has planned and is currently working with County IT, to scan these maps into the IDM system. A new scanner was requested within the FY 2014-15 budget. Difficulties have been encountered with the large scale scanning into the IDM system. A higher grade scanner will be needed. As a result, the cost for the scanner will be greater than anticipated. The proposed scanner will be purchased using the budgeted amount and savings from another budgetary account.

Maps are also accessed for public service and public records requests. This can become very time consuming when searching multiple locations. Scanning the large scale assessor maps meets the County IT's strategic plan to digitize and to safely store documents which are required to be maintained.

These maps are accessed on a daily basis as the information contained on them is needed to complete multiple tasks by staff members from various sections of the office and staff from other departments. Copies of these maps are also requested by the public. Continued use of the paper copies reduces the quality over time and will ultimately result in complete degradation. In addition, there are no back-up copies, which is contrary to the County's efforts toward improved disaster planning.

OTHER AGENCY INVOLVEMENT/IMPACT

The requested budget adjustment has been coordinated with the Auditor-Controller's Office.

FINANCIAL CONSIDERATIONS

The Assessor's FY 2014-15 budget included \$2,500 for the scanner. Due to the increased cost, the scanner will cost \$6,040.00; the Assessor will be using savings accrued from the purchase of two copiers in the fixed asset account. This request will not increase budgeted expense appropriations and will have no impact on the Department's budgeted level of General Fund support.

The requested action will amend the fixed asset list so that the expenditure may be capitalized and assigned the proper asset.

RESULTS

Amending the fixed asset list to allow the purchase of the scanner will allow staff to scan the paper maps into the IDM system where they can be back-up and accessed easily by Assessor and other County staff. This will provide efficiency within the Assessor's office and meet the County's Technology Strategic Plan goals of reducing paper and providing back-up as part of disaster planning.

ATTACHMENTS

N/A